

## **EDITED TASK LISTING**

### **CLASS: CHIEF PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Plans, organizes and directs (supervises) the work of staff (Physician and Surgeon, Correctional Facility) to maintain the standard of care and treatment of patients utilizing various resources (e.g. supervisory skills, laws, rules, policies, procedures, communication skills, personal experience, current knowledge, etc.) under the general direction of the Health Care Manager/Chief Medical Officer.
2.	Works closely with other Health Care Services staff and supervisors to assist in the coordination of medical staff activities (e.g. nursing, social work, rehabilitation therapy, other ancillary services, etc.) to maintain the standard of care and treatment of patients utilizing various resources (e.g. supervisory skills, laws, rules, policies, procedures, communication skills, personal experience, current knowledge, etc.) under the general direction of the Health Care Manager/Chief Medical Officer.
3.	Advises staff on appropriate treatment of specific diagnosis or cases to provide information and maintain the standard of care and treatment of patients utilizing various resources (e.g. supervisory skills, laws, rules, policies, procedures, communication skills, personal experience, current knowledge, etc.) under the general direction of the Health Care Manager/Chief Medical Officer.
4.	Reviews clinical records of patients to assure their adequacy and proper documentation utilizing various resources (e.g. laws, rules, policies, procedures, communication skills, personal experience, current knowledge, etc.) under the general direction of the Health Care Manager/Chief Medical Officer.
5.	Makes regular ward rounds, special teaching rounds, and inspection tours to observe professional services are provided and ensure good patient care in compliance with various laws, rules, regulations, policies, procedures, etc. under the general direction of the Health Care Manager/Chief Medical Officer.
6.	Examines and treats patients requiring more difficult forms of medical treatment to provide good patient care utilizing various resources (e.g. treating physician, specialty care, knowledge, clinical skills, experience, etc.) as needed.
7.	Serves as a consultant (in the area of expertise) to Health Care Services staff on unusual or difficult medical problems to provide information and ensure good patient care utilizing various resources (e.g. knowledge, experience, clinical skills, training, policies, procedures, etc.) as needed.
8.	Arranges for consultation on difficult cases with medical authorities outside the institution to provide necessary specialty care, utilizing various resources (e.g. communication skills, knowledge, experience, policies, procedures, etc.) as needed.

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<b>9.</b>	Reviews clinical investigation protocols and/or internal research assigned to Health Care Services staff and others to improve medical care utilizing various resources (e.g. chart reviews, statistical evaluation, policies, procedures, etc.) under the direction and approval of the Health Care Manager/Chief Medical Officer.
<b>10.</b>	Makes managerial decisions regarding institutional policy, patient treatment, facility, equipment, personnel and budgeting needs, etc., to improve patient care utilizing various resources (e.g. knowledge, experience, policies, procedures, laws, rules, regulations, etc.) under the direction and approval of the Health Care Manager/Chief Medical Officer.
<b>11.</b>	Provides performance evaluations and feedback to staff to ensure performance objectives/standards are met using various tools, equipment, aids and/or processes as required.
<b>12.</b>	Assigns Physicians and Surgeons, Correctional Facility to daily shifts and posts including medical officer-of-the-day/physician on call, etc. to ensure access-to-care utilizing various resources (e.g. communication skills, management skills, knowledge, policies, procedures, laws, rules, regulations, etc.) as required.
<b>13.</b>	Develops and implements programs to train students, interns or residents in correctional medicine utilizing various resources (e.g. communication skills, conferences, medical rounds, case studies, laws, rules, regulations, policies, procedures, etc.) as directed by the California Department of Corrections (CDC).
<b>14.</b>	Maintains order, instructs, and supervises the conduct of individuals committed to the CDC to maintain security of work areas and materials in the performance of daily activities and to prevent escape or injury by inmates to themselves, others, or to property, utilizing various resources (e.g. interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by departmental policy.
<b>15.</b>	Conducts and/or facilitates staff conferences, meetings, In-Service Training, etc. to provide information and ensure proper implementation of the standard of medical care, utilizing communication and management skills, policies, procedures, etc. as needed.
<b>16.</b>	Prepares written documents (e.g. correspondence, appeals, policies, procedures, reports, etc.) to provide information, direction, etc. to others, utilizing various resources (e.g. communication skills, computer hardware/software, etc.) as needed.
<b>17.</b>	Participates in the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g. recruitment, team building, training and development assignments, certification lists, etc.) as needed.

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<b>18.</b>	Works closely with institution administrators to establish improved communication, methods, forms, procedures, etc. utilizing various resources (e.g. communication and management skills, meetings, policies, procedures, etc.) as needed.